

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Arizona State Office  
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**In Reply Refer to:**  
7250 (AZ-932) P

November 27, 2001

EMS TRANSMISSION:  
Instruction Memorandum No. AZ-2002-005  
Expires: 9/30/2002

To: All Field Office Managers

From: State Director

Subject: Water Rights Annual Activity/Summary Report

DD: 01/31/2002

**Purpose:** The purpose of this Instruction Memorandum (IM) is to forward a copy of the Washington Office (WO) Instruction Memorandum (IM) Number 2001-167 (Attachment 1) which requires each State Office to prepare an Annual Water Rights Activity/Summary Report.

**Background:** The Annual Water Rights Activity/Summary Report will improve the Bureau of Land Management's (BLM) ability to answer inquiries, enhance communications, and maintain a better level of awareness throughout the water rights program. Currently, the WO and the State Office do not have access to a single, consolidated source of water rights information. The current management information system (MIS) does not contain enough information to adequately reflect all of the activities and accomplishments in the water rights program or address many of the inquiries received about the BLM's activities in this program area. The annual report will allow all levels of the BLM to document accomplishments and more fully acknowledge the workload associated with this important program.

**Policy/Action:** Each Field Office is now required to submit information about its water rights program in the format provided in Attachment 2. All reports must address the accomplishments of the preceding fiscal year and provide updated cumulative totals.

**Time Frame:** The first report is due to Lin Fehlmann, Phoenix Field Office, no later than January 31, 2002. In future years, reports will be due on February 15 or the next closest business day.

**Manual/Handbook Sections Affected:** 7250, Water Rights.

**Contact:** If you have any questions regarding the Water Rights Activity/Summary Report or the Arizona water rights program, please contact either Lin Fehlmann (AZ-020) at (623) 580-5650 or Jim Renthall (AZ-932) at (602) 417-9245.

SIGNED BY:  
Carl Rountree  
Acting State Director

AUTHENTICATED BY:  
Melissa Gishie  
Staff Assistant

**Attachments:**

- 1 - Washington Office Instruction Memorandum  
Number 2001-167 (4 pp)
- 2 - Arizona Annual Water Rights  
Activity/Summary Report Format (2 pp)